

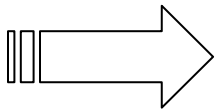
Purpose: To provide Virginia Dealers a "quick" reference when issuing subsequent set of temporary or metal plates when you sell a vehicle

#### Guidelines to Issue Subsequent Temporary and Metal Plates

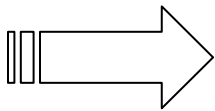
For Vehicles Titled In/Out of State

03/2009

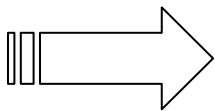
#### Within 30 days Dealers should:



Have issued 1<sup>st</sup> set of temporary or metal plates to the customer upon vehicle sale



Pay all required title and registration fees and taxes to DMV if you collect these from customers



Obtain certificate of title or MCO (manufacturer's certificate of origin) for your customer

There may be instances when a certificate of title or MCO **can not** be obtained for your customer within 30 days from the date of sale and the 1<sup>st</sup> set temporary tags will expire. Using the following guidelines will help with the DMV title and registration process and issuance of plates for your customer over the 30 days from the vehicle sale.

Forms mentioned in these instructions, requiring the Dealer to complete, may be downloaded from the MVDB or DMV websites.

**Purpose: To provide Dealers a quick reference for Title Held processing at DMV**

**Guidelines to Issue Subsequent Temporary and Metal Plates**

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## **TITLE HELD STATUS**

If a Dealer is unable to obtain certificate of title or evidence of ownership, (MCO- Manufacturer's Certificate of Origin) within 30 days from the date of sale you must go to any DMV, Customer Service Center to pay title and registration fees. At that time, DMV will indicate a "Title Held" status on the vehicle record.

**Note:** Forms mentioned are available on MVDB and DMV websites to download and complete.

Online Dealers should submit their paperwork and fees in accordance with existing Online Dealer Program procedures.

When visiting the DMV you should bring the following with you:

1. Copy of completed VSA17A, Application for Certificate of Title and Registration
2. A written "statement of fact" on why the title or MCO was not obtained within 30 days from sale
3. Copy of the Buyer's Order
4. Payment of all title, tax and registration fees to DMV
5. Keep all copies of documentation in the customer file for 5 years

DMV will process this paperwork and provide you a VSA-64, listing the items you need to obtain before the "Title Held" status is released from the vehicle record.

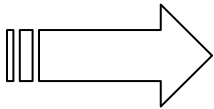
In order for the Title Held to be released from the vehicle record, you must return to any DMV with the Certificate of TITLE OR MCO for the vehicle and:

1. VSA-64
2. Any other documentation listed on the VSA-64

**3. Certificate of Title or MCO (as mentioned)**

**4. Keep all copies of documentation in the customer file for 5 years.**

**NOTE:** In a title held process, you as the dealer are still responsible to obtain certificate of title or MCO. A “Title Held” status will be placed in DMV’s system on this vehicle until the certificate of title or evidence of ownership is obtained. Additionally, the dealer, customer, and lien holder(s) will be receiving written notification that this vehicle is untitled.



**Once you have completed the Title Held Process, you have  
2 Plate Options for your customer outlined on the following pages**

**Purpose: To provide Dealers a reference on how to issue Metal or subsequent temporary plates to customers**

**Guidelines to Issue Subsequent Temporary and Metal Plates**

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**Option 1 Metal Plates (Vehicle Registration)**

1. Dealers should complete the Registration Part of the VSA-17A – Registration
2. DMV will issue the dealer metal plates, registration, and decals
3. Dealer will give to customer metal plates, registration, and decals
4. Keep copies of the VSA-17A in the customer file for 5 years.

**NOTE: Upon issuance of metal plates, you as the dealer are still responsible to obtain certificate of title or MCO. A “Title Held” status will be placed in DMV’s system on this vehicle until the certificate of title or evidence of ownership is obtained. Additionally, the dealer, customer, and lien holder(s) will be receiving written notification that this vehicle is untitled.**

**Option 2 Temporary Plates**

Instead of Issuing Metal Plates, you can issue a 2<sup>nd</sup> set of temporary plates following the instructions:

1. Complete a DSD-40, Application to Issue a Subsequent Set of 30-Day Temporary Plates
2. Go to any DMV, Customer Service Center with a copy of the DSD-40
3. Complete a DSD-5, Temporary Certificate
4. Issue the 2<sup>nd</sup> set of Temporary Plates and a copy of the DSD-5
5. Keep a copy of the DSD-40 and DSD-5 in the customer file for 5 years

**NOTE: Upon issuance of the 2<sup>nd</sup> set of temporary plates have expired you as the dealer are still responsible to obtain certificate of title or MCO . A “Title Held” status will be placed in DMV’s system on this vehicle until the certificate of title or evidence of ownership is obtained. Additionally, the dealer, customer, and lien holder(s) will be receiving written notification that this vehicle is untitled.**

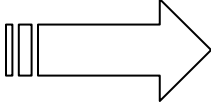
Choosing this Option 2 will in fact require additional trips to DMV if title or MCO is not obtained within 30 days from issuing the 2<sup>nd</sup> set of temporary plates. You would then need to get a DMV authorization for a 3<sup>rd</sup> set of temporary plates (Option 3) or ultimately issue Metal Plates (Option 1).

**Purpose: To provide Dealers a reference on how to issue a 3<sup>rd</sup> set of Temporary Plates**

**Guidelines to Issue Subsequent Temporary and Metal Plates**

For Vehicles Titled In/Out of State

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**If after 60 days you are still unable to obtain title or evidence of ownership  
You as the Dealer can:**

1. Issue Metal Plates to the customer (See Option 1 Metal Plates)

**OR**

2. Issue a 3<sup>rd</sup> set of temporary plates. THIS REQUIRES WRITTEN AUTHORIZATION FROM DMV, DEALER SERVICES IN RICHMOND, VA See below.

**Whichever you choose: You as the dealer are still responsible to obtain certificate of title or MCO before the 2<sup>nd</sup> set of temporary plates have expired. The “Title Held” status will remain on the vehicle until the certificate of title or evidence of ownership (MCO) is obtained and submitted to DMV in order for the title held to be release from the vehicle record. Additionally, the dealer, customer, and lien holder(s) will be continue to receiving written notification that this vehicle is untitled.**

If you are going to issue a 3<sup>rd</sup> set of Temporary Plates **DO NOT** wait for 60 days to have expired. Please allow at least 10 business days for DMV, Dealer Services in Richmond to authorize this request. If DMV does not approve the request for a 3<sup>rd</sup> set your **only option** is to issue Metal Plates to the customer (see Option 1).

**For a 3<sup>rd</sup> set of Temporary Plates follow the instructions below:**

1. Complete and submit a DSD-40, Application to Issue a Subsequent Set of 30-Day Temporary Plates
2. FAX a copy of the DSD-40 to DMV, Dealer Services Richmond, VA. You may fax directly or you can go to a DMV, Customer Service Center and they will fax this request for you FAX number 804-367-1490 or 804-367-7046

**Purpose: To provide Dealers a reference on how to issue a 3<sup>rd</sup> set of Temporary Plates (continue)**

**Guidelines to Issue Subsequent Temporary and Metal Plates**

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3. You will receive written notification from DMV that authorizes you to issue the 3<sup>rd</sup> set of temporary plates on the DSD-44, Temporary certificate of Ownership/Authorization for Dealer to Issue a Third Set of Temporary Plates. **Do not use the DSD-5, Temporary Certificate** when issuing a 3<sup>rd</sup> set of temporary plates
4. If authorized you can issue the 3<sup>rd</sup> set of plates to the customer and a copy of the DSD-44
5. Keep a copy of the DSD-40, DSD-44 in the customer file for 5 years

**NOTE: If you do not obtain title or MCO after 90 days from vehicle sale you as the Dealer must apply for metal plates (see Option 1). Do not wait for 90 days to have fully expired.**

Purpose: To provide Dealers a "quick" reference when issuing a 2<sup>nd</sup> or 3<sup>rd</sup> set of Temporary Plates (OUT-OF STATE)

#### Guidelines to Issue a 2<sup>nd</sup> or 3<sup>rd</sup> set of Temporary Plates

For Vehicles Titled Out of State

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### **Issue 2<sup>nd</sup> and 3<sup>rd</sup> set of Temporary Plates (For vehicles that will be titled out of state)**

If you are applying for a 2<sup>nd</sup> set of Temporary Plates submit the following to any DMV, Customer Service Center.

1. Complete DSD 40, Application to Issue a Subsequent set of 30-day Temporary Plates
2. Complete DSD-5, Temporary Certificate
3. Copy of the Buyer's Order
4. Copy of the purchaser's title application in the state where the vehicle will be titled
5. If all required documents are complete and submitted to DMV you can then issue the 2<sup>nd</sup> set of temporary plates to the customer.
6. Keep copies of documentation in the customer file for 5 years.

#### **3<sup>rd</sup> set of Temporary Plates**

If you are applying for a 3<sup>rd</sup> set of Temporary Plates the Dealer must have written Authorization from DMV, Dealer Services Richmond.

Complete the following:

1. Complete DSD 40, Application to Issue a Subsequent set of 30-day Temporary Plates
2. DMV will send you written authorization (DSD-44). A copy should be given to the customer along with a 3<sup>rd</sup> set of temporary plates. DO NOT USE THE DSD-5, TEMPORARY CERTIFICATE
3. Keep all copies of documentation in the customer file for 5 years.

It is strongly advised not to wait until the 2<sup>nd</sup> set of temporary plates have fully expired if you have been unable to obtain title or MCO within 60 days from vehicle sale. Allow at least 10 business days when submitting your authorization request for a 3<sup>rd</sup> set of temporary plates.

You may take all your documents to any DMV, Customer Service Center and they will fax this to DMV, Dealer Services in Richmond, however it may be easier if you fax directly to Dealer Services.

DMV, Dealer Services FAX number: 804-367-1490 or 804-367-7046

